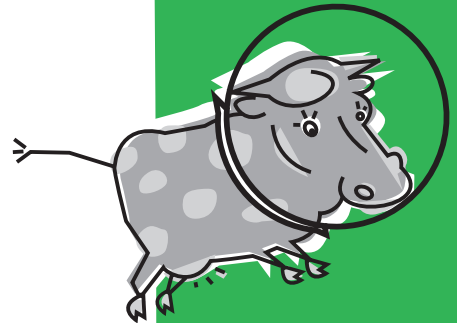
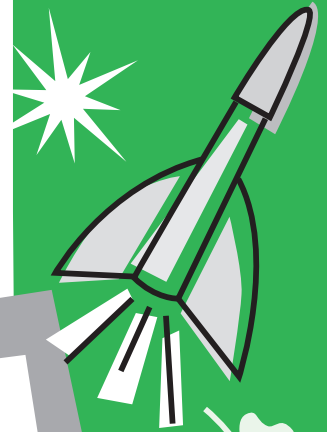


For the Record

A 4-H Member's
Guide for Completing
4-H Records

August 1997



Acknowledgements

As in any project of this magnitude,

many people helped provide input and creative suggestions along the way. Foremost, we must thank the hundreds of Montana 4-H youth who provided ideas and suggestions through focus groups, interviews and personal contacts. Their recommendations provided the basis for the current record keeping system. In April 1997, a committee of volunteers, agents, and specialists gathered in Lewistown for three days of intensive meetings to revamp and simplify the Montana 4-H record keeping system. Grateful acknowledgment goes to the following people who labored through snow and sleet to create this new system: Mike Schuldt, *Garfield County Extension Agent*; Jim Moore, *Judith Basin County Extension Agent*; Debbie Donovan, *Valley County Extension Agent*; Tom & Penny Suhr, *Madison County 4-H Volunteers*; Karin Ludeman, *Gallatin County 4-H Volunteer*; Judy Brenner, *Gallatin County 4-H Volunteer*; Chet Hill, *Roosevelt County Extension Agent*; Dave Bertelsen, *Wibaux County Extension Agent*; Harold Johns, *Silver Bow County Extension Agent*; Cheryl Weatherell, *Flathead County Extension Agent*; Sheila Friedrich, *Sheridan County Extension Agent*; Nick Shrauger, *Gallatin County 4-H Volunteer*; Janice Shanks, *Valley County 4-H Volunteer*; Grace Pankratz, *Valley County 4-H Volunteer*; Alice Redfield, *Valley County 4-H Volunteer*; Barbara Wells, *Lewis & Clark County Extension Agent*; Mike Cavey, *4-H Youth Development Specialist*; Kirk A. Astroth, *4-H Youth Development Specialist*



▷ Have you ever thought that you could get a **record** in 4-H?



No, not **that** kind of record!

This kind of record is the one which records your accomplishments and triumphs during the year. 4-H Records are cool! And fun! It's like writing your own history. Because they help you keep track of what you do. And they help you review what you've learned in your projects! Records are your way of saying:

"I did it! I Rule!"

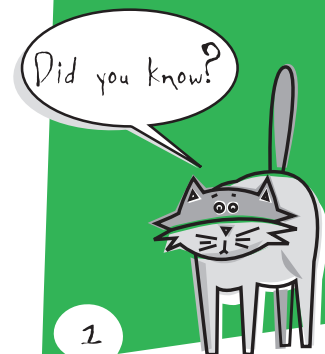
4-H wouldn't be the same without records. They're an important part of completing each project. They help you set some goals, keep track of your attendance at meetings, record your demonstrations and talks and a whole lot more.

This booklet will help you learn how to keep better records, and complete your book each year for fabulous prizes and recognition! Like what you ask? Well, for instance, completing your record book can give you a sense of personal accomplishment. You did it! Records can:

- help you earn credit for completing the 4-H year—
- make you eligible to participate in other activities—
- give you the ability to earn premiums for fair awards—
- set your own record by setting challenging goals— and more!



Probably the best-known record of all time is *The Guinness Book of World Records*. First published in 1955, it was an immediate best seller and has been ever since. But most people don't know that Guinness had little to do with it. In fact, it was the brainchild of Sir Hugh Beaver, a Guinness company executive. After a day of bird game shooting in Ireland, Beaver and his shooting buddies got into an argument over which bird was the fastest game bird in Europe. Even a search of the extensive library nearby was no help. Beaver thought there must be lots of other people having similar disagreements, so he decided to produce a book to settle these arguments. Beaver was never in 4-H, but he liked to keep track of the best, the fastest and biggest of everything. You could say he made record-keeping famous. Now, you can follow in his footsteps...





- ▷ Enroll in and complete at least one project
- ▷ Come up with at least 3 goals for yourself to accomplish during the 4-H year. What do you want to do this year?
- ▷ Complete the "My 4-H Year" (2FM263) journal form
- ▷ Fill in each of your record journals with the things you do throughout the year
- ▷ Participate in at least 3 activities such as judging, demonstrations, public speeches, tours, reports at club meetings and record them in the appropriate section in "My 4-H Year" (2FM263)
- ▷ List any awards and honors you receive
- ▷ Complete the Project & Financial Journal (2FM264) for each project you were enrolled in.
- ▷ If you own an animal, keep records for it-no matter what type it is! Fill in all the appropriate parts of the Animal Record (2FM265).

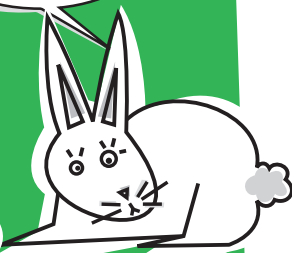


You should never set a bird cage on top of a television. Certain rays emitted by a TV can kill some birds.



Hedgehogs are examples of nature's way of combining traits of several animals. For defense, a hedgehog has spines like a porcupine and curls up into a tight ball like an armadillo.

Did you know?



Keeping records is a great way to hold onto your memories about each incredible year you have in 4-H. In a couple of years, you can look back on these journals and remember what fun you had.

Keeping records is also a great way to develop your skills in communicating; organizing your time, documenting events and actions, evaluating your own efforts, setting goals, solving problems, keeping track of money.

Records are like journals—they're a way to keep track of what you do and when you do it. Think of your records like an entry book, kept regularly. Even daily if you want to keep track each day. The important point is:

When something important happens, write it down.

You're doing this for yourself. What do you want to remember about your year in 4-H? It will be your record of progress. Remember—these are your records. Make them fun. Make them yours. Make them creative. Make them memorable. Add pages as you need them. Design your own unique page. Put them on computer. Add to your records so that they become your scrapbook. Add photographs.

What's the best way to assemble your records? There are three major record forms. At the minimum, you may need the first two journal forms. If you own any kind of animal (including a pet), you'll need all three forms. Get copies of all the 4-H record forms:

Assembling Your Journals-

"My 4-H Year" (only one form each year) #2FM263,

"Project Journal" (one for each project you carry) #2FM264,

"Animal Record" (you own an animal-any animal, OK?) #2FM265

How to complete your records



My 4-H Year

Start with "My 4-H Year" in the front. This record introduces the great, wonderful YOU! Who are you? What did you want to accomplish in 4-H this year? What projects did you enroll in? What committees did you work on? Give any talks or demonstrations? Participate in any judging activities or other activities? What awards or recognition did you get? Add extra pages as you need them. Be creative! This is "your" record.

These are my goals:

Raise a baby pig

Learn how to vaccinate my pig

Learn how to feed my hog to market weight

This is a list of my projects:

Market hog

Gardening

Photography

Woodworking

Club Participation

Number of meetings I attended - check or make notes

Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.
2	1	1	1								

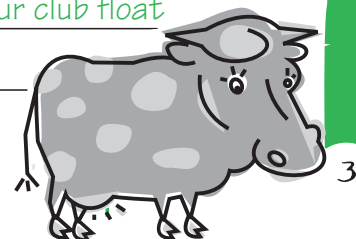
The usual way to tell a horse's age is to look at its teeth. At 6 months of age, a horse has only 4 major teeth (incisors), by 2 years it has 6 and these go on growing until these baby teeth are replaced by permanent teeth at about 4 years old. The growth and changing shape of the teeth are fairly accurate guides until the horse is about 9. At 10, a groove on the side of the rear teeth appears (called Galvayne's groove) and this groove reaches about halfway down the tooth by the time the horse is 15 years old. From 25 to 30 years, the groove slowly disappears.

Get in the groove-- do your records and show how long you've been active in 4-H.

Committees & Office Summary

Name of Committee or Office	Description/What I Needed to Do
Community Service	Member- Helped clean 2 miles of highway
Treasurer	Kept financial records for our club float
Committee	Member- helped build float

Did you know?



How to complete your records

My 4-H Year (cont.)

Promotional Presentations

- ▶ Promoted or publicized 4-H (news article, talk, radio, t.v., 4-H Ambassador responsibilities, etc.) Examples: Martin Luther King Day, Ads, Displays.

Gave a speech in recognition of Martin Luther King Day

Wrote an article about 4-H for our newspaper

I Took Part in the Following Communications Activities:

- ▶ Judging, Demonstration/Illustrated Talk, Kiwanis Report, reports at club meetings, public speaking, etc.

Type of Communication	Title	Event or Location
Demonstration	"I'm Hog Tied"	Club meeting

Awards & Honors

- ▶ Include 4-H & Others (You may add additional pages, you may include fair exhibits)

Date	Activity/Event	Award	Location
3/98	County Demonstrations Day	Blue	Helena

▷ Project & Financial Journal

Next comes the Project and Financial Journal. You'll need one of these for EACH project you enroll in. This is where you keep track of important events and activities in each of your projects as you do them. This is also the place to keep track of expenses and income for your non-animal projects. Expenses for animal projects should be recorded in the Animal Record. Make these fun—add photos, stories, newspaper articles, ribbons—whatever you feel is important.

This is what I plan to do in this project:

- Select a calf using frame score information.
- Learn about how to feed my calf.
- Learn about meat products.
- Have Fun!

<i>Date</i>	<i>What I Did - What I Learned</i>
<i>10/3/97</i>	<i>Attend beef project meeting- learned how to select a calf</i>
<i>11/6/97</i>	<i>Attend beef project meeting- learned about feeding my calf</i>

In some of your project manuals, you've probably noticed other record forms. For example, in the foods projects, there are record sheets in the back of each manual for you to fill out. The Teen Leadership project also has special record forms. What should you do with these? Put 'em in your book right here with your project and financial records. They'll just add your record of memories!

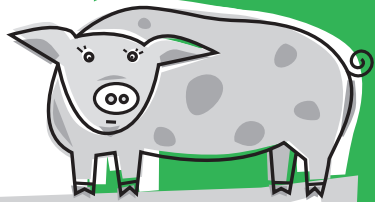


A certain pet shop sells large birds and small birds. Each large bird brings twice the price of a small one.

A lady came in and purchased five large birds and three small ones. If, instead, she had bought three large birds and five small birds, she would have spent \$20 less.

What is the price of each bird? (Hint: one large bird = 2 small birds)

Answers: inside back cover



<i>Date</i>	<i>Description of Income or Expense</i>	<i>Income</i>	<i>Expense</i>
<i>3/10/98</i>	<i>Purchased film for my camera</i>		<i>\$8.26</i>



Animal Record

Next comes the Animal Record. If you have an animal (usually they have four legs-like a cat, horse, dog, goat, rabbit, pig but chickens have only two legs) you'll need this form. Again, keep track of those things that apply to your animal.

Look at the first page. This page is where your record information about your particular project animal. When did you get your animal? How much did you have to pay for it? Where'd you buy it from? Write these things down in the first box.

Date	Description	Number	Purchased/Owned (from whom)	Weight	Unit Price	Market Value
10/97	White leghorn	5	Dunlaps	N/A	.79	\$3.16
1/98	Crossbred calf	1	Simons	425	.90	\$382.50

Feeding Record

Certainly, you feed your animal or animals, don't you? Write down how much and how often you feed it on the second page. Be sure to include what kind of feed you're giving your animal (Dog food? Rabbit pellets? Hay? Concentrate?)

Month	Hay	Grain	Pasture	Layer Crum	Dog	Oat
October		50 lbs.	5 acres	40 lbs.	20 lbs.	100 lbs.
November						

Rats are intelligent animals and can be trained to do tricks... but they're not smart enough to do 4-H records!



Did you know... A three ounce serving of cooked lean beef provides about 10% of the calories, 14% of the fat, and 56% of the protein you need each day.

Market Animal Growth Record

If you're enrolled in a market hog, market beef or market lamb project, you'll need to fill out the form at the bottom of page 2-specifically designed for market projects. You'll need to keep track of important things like your animal's name, the animal's beginning weight, its final sale weight, the date on which you purchased your animal, your animal's birth date, and other information. If you have poultry, for example, the start date may be the hatch date. You'll probably want to ask your parents or an older 4-H member for help in figuring the weight your animal gained, average daily gain and feed cost per pound of gain. You can also put these numbers on your stall card at the fair and help people know more about your animal. All of this goes on the form on page 2.

Name of Animal	Birth Date	Date Project Started	Starting Weight	Date Project Ended	Ending Weight	Total Weight Gain	Total Days Fed	Aug. Daily Gain	Feed Cost Per Lb. Gain
Geese (6)	4/9/98	4/9/98		7/9/98	19 lbs.	19 x 6	90	.21	.32

Health Record

Did your animal need any health care? Did it get sick? Write it down on the form on page 3.



Date	Reason for Treatment	How Administered	Number of Animals	Size of Dose	Cost per Animal	Total Cost = # of animals x cost
6/98	Coccidiosis	drinking water	25	1 tb./gal.	0.10	\$2.50

Expenses Other than Feed

Any other expenses? Write these in on page 3 too.

Item (e.g., Taxes, Interest, Marketing, Transportation, Show Expenses, Insurance)	Cost
Fair entry fee	\$1.50
Waterer	\$2.75

Sales Record

Did you sell your animal at the end of the project, or did you keep it? Write down this information in the Sales Record on page 3.

Animals Sold (include wool, etc.)	#	Date	Place Sold	Sale Weight	Selling Price	Total Sales
Geese	3	7/15	Fair	20 lbs.	\$45.00	\$135.00

Production Record/Animal Breeding Project

If you're enrolled in a breeding project, you'll need to do the form on page 4.
If not, don't worry-be happy!

Dam ID	Date Bred	Sire ID	Date Offspring Born	Number Born M/F	Average birth weight	Number weaned M/F	Number sold m/f
#697	4/15/97	#8474	2/15/98	1 male	90 lbs.	1 male	1 male



Don't have a cow, man! Go for the record!



A dealer bought an article for \$7, sold it for \$8, bought it back for \$9, and sold it again for \$10. How much profit did she make?

A bottle of special soda costs \$10. The soda itself was worth more than the bottle. How much was the bottle worth?

(A common wrong answer is \$1.00!)

Suppose you and a friend have the same amount of money. How much must he give you so that you have \$10 more than him?

Go figure!



Finally, you should fill in the information for the chart on page 1 of this animal record for the value of any animals you owned at the end of the project year (about September 30). If you still owned your dog or horse, for example, how much do you figure it is worth now—now that you've spent time training, feeding, and caring for it? Do you still have geese that you didn't sell? How much are they worth?

At the end of the 4-H year, you are required to turn in these records to your club leader. All records will be checked for completeness at the county level. For completing your records, you can earn recognition and if your journal is not complete, you'll be given a second chance to bring it up to the standards of completeness. Record keeping can be fun. Strive to make your records unique and reflective of the "real" you. Over the years, your records will become a valuable journal of your accomplishments, trials, and efforts through your 4-H career.

Did you know you can even get these record forms on the Worldwide Web?
Check us out at:

www.montana.edu/www4h



Answers to "brain teasers" on page 5 & 8

- 1) What price is each bird? Since each large bird is worth two small birds, then five large birds are worth ten small birds. Thus, five large birds plus three small birds are worth thirteen small birds. On the other hand, three large birds plus five small birds are worth eleven small birds. So, the difference between buying five large and three small birds or buying three large and five small birds is the same as the difference between buying thirteen small birds and buying eleven small birds, which is two small birds. We know that the difference is \$20. So, two small birds are worth \$20, which means one small bird is worth \$10. See?
- 2) How much profit did the dealer make on the article? The correct answer is that the dealer made \$2.00.
There are several ways to arrive at this answer—one solution goes like this: First, after selling for \$8 the article for which she has paid \$7, the dealer has clearly made \$1. Now, supposed that instead of buying back the same article for \$9, and selling it for \$10, the dealer were to buy a different article for \$9 and sell it for \$10. Would this really be any different from the economic point of view? No. The dealer would obviously then be making another dollar on the buying and selling of this second article. Thus, he has made \$2.
Another and very simple proof is: The dealer's total expense is $\$7 + \$9 = \$16$. His total income is $\$8 + \$10 = \$18$, giving a profit of \$2.
- 3) How much does the bottle cost? A common wrong answer is \$1. Now, if the bottle were really worth a dollar, then the soda, being worth \$9 more than the bottle, would be worth \$10. Hence, the soda and bottle together would be worth \$11. The correct answer is that the bottle is worth 50 cents and the wine is worth \$9.50. Then the two add up to \$10.
- 4) How much money must your friend give you? A common wrong answer is \$10. Now, suppose we each had, say \$50. If I gave you \$10, you would then have \$60 and I would have only \$40; thus you would have \$20 more than I, rather than \$10. The correct answer then is \$5.



- Official Staff! -

Copyright 1997 MSU Extension Service

We encourage the use of this document for non-profit educational purposes. This document may be reprinted if no endorsement of a commercial product, service or company is stated or implied, and if appropriate credit is given to the author and the MSU Extension Service (or Experiment Station). To use these documents in electronic formats, permission must be sought from Montana 4-H, Taylor Hall, Montana State University-Bozeman, Bozeman, MT 59717; (406) 994-3501; E-mail - ACXKA@Montana.edu.



The programs of the Montana State University Extension Service are available to all people regardless of race, creed, color, sex, disability or national origin. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Charles Rust, Interim Dean and Director, Extension Service, Montana State University, Bozeman, Montana 59717.